



# SILCOATES

Independent education for boys and girls aged 3-18

## Behaviour, Rewards and Sanctions Policy (Junior School)

### Behaviour in Silcoates Junior School

#### Aims and Expectations

- To promote good relationships with peers and staff so everyone works together in an effective, considerate and supportive way.
- To promote good patterns of behaviour, rather than merely deterring anti-social ones.

All staff have positive contributions to make, setting high standards and applying the rules, rewards and sanctions fairly and consistently. Relationships are important, and staff take the initiative and communicate positively, treating everyone as an individual and with respect.

Pupils are expected to behave with consideration and courtesy towards others at all times.

Teachers are fair and consistent in the system of rewards, so that pupils understand that excellent work and behaviour will result in commendation. The special atmosphere and ethos within the Junior School have been created through this approach of combining firm discipline with encouragement, praise and motivation. This combination is essential in order that children and staff can work together in a happy, positive environment. Our aim is to encourage self-discipline but, when required, we have a range of sanctions at our disposal.

#### Rewards and Sanctions

There is a whole school approach to positive behaviour, where all staff (teaching and support), pupils and parents are aware of our aims and expectations.

The School operates a positive learning programme, which encompasses a system of rewards. If a child chooses to let himself/herself and the School down by behaving in an undesirable way, the Junior School has a policy of adopting several complementary strategies for dealing with such discipline problems.

## Rewards

The Junior School rewards good behaviour, believing pupils will develop an ethos of kindness and cooperation. We do this in a variety of ways:

- Teachers congratulate pupils (often using motivational stickers/rewards. In Reception/Year1/Year2, individual class systems are used daily)
- Pupils receive *House Points*
- Pupils receive *Presentations*
- Pupils receive *Commendations* in recognition for a special achievement or contribution to school life

**House Points (HP)** are given for outstanding work/contributions in class, special effort (including within homework), service to others, for representing the School with distinction and for any behaviour worthy of praise. These are beyond what is normally expected from the individual pupil.

As the pupils collect House Points, they receive a certificate:

For 50HP (Rec-Year2 only) in one school year – a house colour achievement certificate

For 100HP in one school year – a bronze achievement certificate

For 200HP in one school year – a silver achievement certificate

For 300HP in one school year – a gold achievement certificate

For 400HP in one school year – a platinum achievement certificate

A cup is given at the Junior School Speech Day for the earner of the most House Points.

**Presentations** are given for a ‘golden’ piece of work from a child – a combination of very good effort and achievement for that child. These are awarded sparingly and are held up as a very special award. The child with the highest number of presentations in each year group wins an award each week, which is presented in an assembly.

**Commendations** are another reward in the form of a special certificate which is given for outstanding work/effort, continued exemplary behaviour or some other special reason. They are not given out each week in each class, but will be awarded when special recognition is needed.

In addition to all of the above:

- Individual pupils may receive certificates of good behaviour or stickers from midday supervisors/Late Class staff.
- Within a class, each Class Teacher also has their own rewards in place, and these are awarded at the teacher’s discretion.
- All pupils may receive ‘Congratulations’ Postcards.
- The School also acknowledges all the efforts and achievements of pupils out of school and due praise is given accordingly.

## Sanctions

The Junior School also employs a number of sanctions, in line with school rules, to help ensure a safe and positive learning environment. We use each sanction appropriately in each individual situation.

In the first instance, a problem is dealt with by the Class Teacher, but is referred to the Head of Junior School if necessary. When appropriate or necessary, parents are informed and appropriate action is taken.

Within any system there needs to be flexibility and staff use their professional judgement in the case of pupils with special needs/medical conditions, home pressures/problems and where initial punishments fail to effect improvement.

At whatever level of sanction, pupils will also spend time 'Reflecting upon their Behaviour' through the completion of an appropriate Reflective Sheet – a copy of which goes in the child's file.

The progressive system of sanctions is as follows:

### **Initial Sanctions**

Below are examples of inappropriate behaviour and the initial sanctions which they would attract.

- We expect pupils to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer to the teacher, or to sit on their own.
- We expect pupils to try their best in all activities. If they do not do so, we may ask them to redo a task. This is at the teacher's discretion, and is administered in respect of the clear objectives given and the pupil's individual ability. If a pupil is disruptive in class, or outside the classroom, the teacher in charge reprimands him or her. If a pupil misbehaves repeatedly, we isolate the pupil from the rest of the class until he/she is ready to behave and join in with an activity.
- The Class Teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the pupils and displayed on the wall of the classroom. In this way, every pupil in the school knows the standard of behaviour that we expect. If there are incidents of anti-social behaviour, the Class Teacher discusses these with the whole class during PSHCE time.
- The safety of the pupil is paramount in all situations. If there is a case where a pupil's behaviour endangers the safety of others, the Class Teacher stops the activity and prevents the pupil from taking part for the rest of that session. If behaviour has upset someone else, then the child apologises, and again has time out.

In the event of homework or classwork not being completed, 'catch up' sessions are held during break times and are regarded as providing help and support for pupils who need it. They are not recorded as part of the disciplinary procedure and are for all children from Year 1 to Year 6. This is, however, monitored by the Subject/Class Teacher and parents are contacted if it is deemed appropriate, in order to offer support and guidance for the child.

### **School Warning Book – Warning Cards**

*\*Although this system is for use across the Junior School, in Reception, Year 1 and Year 2, individual class teachers have their own system of initial sanctions. It would only be in very exceptional cases of inappropriate behaviour that this 'warning system' would come into effect in these classes\**

In addition to the above, children who are disruptive anywhere in or around the School to the detriment of other pupils, adults or staff around them will be dealt with immediately by the member of staff present.

**If there is evidence of repeated misdemeanours**, the child may have their name entered into the School's warning book. This would be for misdemeanours such as:

- Breaches of uniform rules, including PE/Games
- Lateness to lessons
- Behaviour which interferes with the learning of others

- Talking at inappropriate times, e.g. lessons, assemblies
- Failure to bring the appropriate equipment, e.g. books, pencils, pens
- Failure to get the homework diary signed
- Failure to give a fair and accurate account of events
- Low level disorderly behaviour in the lunch queue or the dining hall
- Low level anti-social behaviour

A blue 'warning card' explaining the misdemeanour is sent home to parents to sign and return to school.

### Yellow Card

If the poor behaviour continues, and the child receives **three** entries into the warning book, they are issued with a 'Yellow Card'. The child also has to meet with the Head of the Junior School during lunchtime where their misdemeanour(s) are discussed and a 'Yellow Card' is put into their diary for parents to sign and return, and/or parents are contacted by phone.

In addition, misdemeanours that warrant a straight Yellow Card (and will amass the equivalent of three warning cards) could include:

- Aggressive behaviour
- Deliberate or careless damage to property
- *Serious* disorderly behaviour
- *Serious* anti-social behaviour
- *Serious* Intimidation of others
- Rudeness/disrespect to staff
- Lying
- Accumulation of three entries into the warning book over a half-term

### Red Card

If the poor behaviour continues, and the child receives **three further** entries into the warning book or a straight Yellow Card (i.e. a total of six), they are issued with a 'Red Card'. The child has to meet with the Head of Junior School where their misdemeanour(s) are discussed and a 'Red Card' is put into their diary for parents to sign and return, and/or parents are contacted by phone.

If the poor behaviour continues and the child receives **three further** entries into the warning book (i.e. a total of nine), there will be a meeting with the child's parents.

All warnings/yellow and red cards are set to zero each new half-term.

\*At all levels of this system, a child may from time to time be placed on an Individual Pupil Monitoring Programme, where specific targets are set out and explained to both the child and parent. These are subsequently reviewed and help the child move forward in their behaviour\*

### For more serious offences (or after other sanctions have proved ineffective):

- **Suspension:** a pupil may be **suspended** from school by the Headmaster for a fixed duration, either internally or externally.  
During an **internal suspension** the pupil carries out additional academic work in isolation under the School's supervision.  
During an **external suspension** the pupil carries out additional academic work at home under the supervision of parents.

In the absence of the Headmaster, the Head of the Junior School has the power to impose a suspension, but this will be subject to official ratification by the Headmaster on his return.

- **Expulsion or Withdrawal from the School:** in exceptional circumstances, or after a series of other measures have been implemented without success, a pupil may be required by the Headmaster to leave the School.

**Corporal Punishment** is not used at Silcoates. Physical restraint would only ever be used under the specific guidelines set out in the Staff Handbook and the Safeguarding Policy.

### Classroom Code of Practice

**All classes during the first few days of term devise their own Classroom Code. This will be broadly based on the following document, appropriate to the age and maturity of the children, and posted in all classrooms.**

#### What we expect from you in the classroom

- Arrive punctually and properly equipped for lessons.
- Enter the classroom in a sensible manner and sit where the teacher indicates.
- Place appropriate books/equipment on the table and settle down quickly, so that the lesson can start in an orderly fashion.
- During the lesson stay in your seat unless the teacher gives you permission to leave it.
- Show respect for other pupils and staff by listening carefully and courteously when they are speaking, and raising your hand if you wish to ask, or answer, a question.
- When instructed to do so, work quietly, without disturbing other pupils.
- Do your best to make positive contributions and always complete work to the best of your ability.
- Respect all school property and equipment.
- Show respect to any member of staff or visitors, by standing up when they enter your classroom.
- Eating or chewing gum is not allowed during lessons. Pupils may carry a water bottle, but no other drinks may be consumed in class.
- Permission from the teacher must always be sought before leaving the classroom during lessons.
- At the end of the lesson, wait for the teacher's instruction to pack up your books. Leave the classroom neat and tidy, as you would expect to find it.

Date of last review:	January 2018
Reviewed by:	A.P. Boyer – Head of Junior School